

# YOUTH SERVICES POLICY

<b>Title:</b> Furlough Process and Escorted Absence <b>Next Annual Review Date:</b> 02/03/2016	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 4. Juvenile Institutions <b>Number:</b> C.4.1
	<b>Page 1 of 16</b>
<b>References:</b> ACA Standards 2-7116, 2-7117, 2-7119, 2-7120, 2-7172, 2-7193, 2-7194, 2-7195, 2-7196 and 2-7197 (Juvenile Probation and Aftercare Services); 4-JCF-3A-17, 4-JCF-5I-01, 4-JCF-5I-03, 4-JCF-5I-04, 4-JCF-5I-05 (Performance-Based Standards for Juvenile Correctional Facilities); CJCA PbS Standards PP19, PP20 and PP21; La. Children's Code Articles 116 (24.2), 787, 897(B), 897.1 and 901(E); and La. R.S. 15:906(B) and 908(A)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 02/03/2010

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the Deputy Secretary's policy regarding temporary release on furlough of adjudicated youth for the purpose of assisting youth in maintaining family and community relations.

## III. APPLICABILITY:

Deputy Secretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers, Community Based Secure Detention Facility Directors, and Contractors.

## IV. POLICY:

It is the policy of the Deputy Secretary to use temporary furloughs within the state as a rehabilitative tool to assist youth assigned to a secure facility in maintaining family and community relations. The Regional Office staff and the Facility staff shall work together to effect the furlough program from recommendation through implementation. All furloughs except Family Emergency Furloughs must be approved by the Deputy Secretary or designee.

## V. DEFINITIONS:

***Community Based Services (CBS)*** - formerly known as the Division of Youth Services, including the field offices located throughout the state.

***Escorted Absence*** - A temporary absence authorized by the director of a facility in which youth are escorted off the grounds by facility staff.

***Furlough*** - The authorized temporary release of a qualified youth from the grounds of a secure facility, or community-based secure detention facility, without the supervision of facility staff, for the purposes of aiding in the youth's rehabilitation, maintaining and/or enhancing family and community relations, and preparing the youth to make a satisfactory transition into society after his/her release.

Types of Furloughs:

Standard Furlough - Applies to all youth except for those committed to YS under Ch.C. Article 897.1, or youth eligible for a Family Emergency Furlough.

Ch. C. Article 897.1 Furlough - Applies only to youth committed to YS under La. Children Art. 897.1 based upon a violation of R.S. 14:30 first degree murder, R.S. 14:30.1 second degree murder, R.S. 14:42 aggravated rape, R.S. 14:44 aggravated kidnapping and R.S. 14:64 armed robbery.

Family Emergency Furlough - The authorized temporary release of a qualified youth due to a crisis prompted by the death or life-threatening illness or injury of a family member or legal custodian, and such furlough is deemed beneficial for the youth in meeting the needs of youth/family.

***Unit Management Team*** – The multi-disciplinary team responsible for determining furlough eligibility.

## VI. FURLOUGH ELIGIBILITY CRITERIA, EXCLUSION CRITERIA AND PROCEDURE:

### A. Standard Furlough

#### 1. Criteria for Eligibility:

- a. Youth must score a minimum or medium custody level.
- b. Youth is making progress on identified treatment needs, including taking psychotropic medication and other medications specified by medical staff.
- c. Youth's parent/custodian must have participated in a minimum of three (3) family reintegration sessions, which may be conducted via telephone. The third family reintegration session must have occurred within the last 30 days from the time the Furlough Request Form is submitted.

The Unit Management Team will make the final decision during the staffing to recommend a furlough.

2. Exclusions from Standard Furlough Eligibility

- a. Youth is on a maximum custody classification level.
- b. Youth is on suicide watch.
- c. Youth is under investigation for and/or has a detainer or pending criminal charges.
- d. There is documented evidence of previous unsuccessful furlough(s) (see sanctions in Section II).

3. Screening and Referral for Standard Furlough

Youth should be considered at all quarterly staffings, beginning at the 1st quarter regional staffing for youth who have a low or moderate offense on the Severity of Offense Scale and at the second quarter staffing for youth who have high or highest offenses on the Severity of Offense Scale. The Group Leader or Assistant Group Leader must approve the furlough recommendation if he/she is not present at the staffing. All decisions to recommend or not to recommend a furlough must be indicated on the IIP Summary of Staffing Form.

4. Standard Furlough Staffing

- a. The Unit Management Team must staff, or review, the furlough candidate's application using all information appropriate, but at a minimum:
  - 1) Progress Reports;
  - 2) Furlough Application Form;
  - 3) Reintegration Plan;
  - 4) Individual Treatment Plan; and
  - 5) Medical considerations
- b. The furlough recommendation is then made and page 4 of the Furlough Referral and Application Form [Attachment No. C.4.1 (a)] is completed.

5. Standard Furlough Duration

- a. Standard furloughs may be granted in increments of time between two hours to 14 consecutive days.

- b. A Standard Furlough may be granted for a cumulative period up to thirty (30) days in a calendar year, with no more than fourteen (14) consecutive days being granted/taken at any given time. Additional furlough authority greater than 30 days in a calendar year must be approved by the Deputy Secretary and must be submitted with justification for the need for additional furlough days.
- c. During the quarterly staffing a youth can be recommended for more than one standard furlough at a time. Multiple requests can be made, with no more than three requests at a time within a 90 day period. The specific dates and times must be indicated for each furlough at the time the Furlough Request Form is completed. If family dynamics change between furloughs based on information acquired by either facility or regional probation staff, this information must be shared by both parties and an addendum to the home study must be completed and faxed to the appropriate facility and Central Office Furlough Coordinator. The addendum shall recommend to continue with subsequent furloughs or to terminate them. Once consecutive furloughs have been approved, the youth must maintain his/her level of program participation and behavior. If a youth's behavior deteriorates, the subsequent furloughs shall be suspended. The youth, the court, district attorney and regional office shall be notified by facility staff as soon as the decision is made to suspend the furlough(s).

**6. Exceptions for Standard Furlough**

- a. Should there be youth who do not qualify under these requirements, but the Unit Management Team believes that a recommendation for a furlough is appropriate, a cover memorandum should be prepared and addressed to the Director explaining the reasons. The memorandum should accompany Form C.4.1 (a). If the Director approves, this should be indicated on the cover letter before forwarding to the Deputy Secretary, or designee, explaining the reasons for the exception request.

If a youth's custody level was changed from a maximum to a medium in order to make this youth eligible, the Director must approve this over ride and this must be mentioned in the cover letter. A copy of the reclassification custody scale indicating the over ride with the Director's signature of approval must be attached.

- b. All exceptions must be approved by the Deputy Secretary or designee.

**B. CH.C. Article 897.1 Furlough**

**1. Criteria for Eligibility**

- a. Youth has served a minimum of 60% of his commitment and has maintained a minimum custody level for six months prior to furlough referral OR has been in the legal custody of Youth Services for a minimum of three years and has maintained a minimum custody level for twelve months prior to furlough referral;
- b. Youth is making progress on identified treatment needs, including taking psychotropic medication and all other medications prescribed by the medical department; and
- c. Youth's parent/custodian must have participated in a minimum of three (3) family reintegration sessions, which may be conducted via telephone. The most recent session must have occurred within the last 30 days.

**2. Exclusions from Ch. C. 897.1 Furlough Eligibility**

- a. Youth is on medium or maximum custody level.
- b. Youth is currently on suicide precautions.
- c. Youth is under investigation for and/or has a detainer or pending criminal charges.
- d. There is documented evidence of a previous unsuccessful furlough (see sanctions in Section II).

**3. Screening and Referral for Ch.C. Article 897.1 Furlough**

Youth must be screened at the quarterly staffing when the youth meets the criteria as outlined in this policy. The Group Leader or the Assistant Group Leader must be present at the staffing and approve of the recommendation. A decision to recommend or not to recommend a furlough must be indicated on the IIP Summary of Staffing Form.

4. Ch. C. Article 897.1 Staffing

- a. The Unit Management Team must staff the furlough candidate's application using all appropriate information, but at a minimum:
  - 1) Progress Reports;
  - 2) Furlough Application Form;
  - 3) Reintegration Plan;
  - 4) Individual Treatment Plan; and
  - 5) Medical needs
- b. The furlough recommendation is made on the Furlough Referral and Application Form [Attachment C.4.1(a) pages 2 and 3].

5. Ch. C. Article 897.1 Furlough Duration/Conditions

- a. Ch. C. Article 897.1 initial furloughs may be granted in increments of time between two hours to 14 consecutive days. Initial furloughs should be short, with subsequent furloughs being granted for longer periods of time, unless the circumstances demand otherwise.
- b. A Ch. C. Art.897.1 furlough may be granted for a cumulative period up to thirty (30) days in a calendar year, with no more than fourteen (14) consecutive days being granted/taken at any given time. Additional furlough authority, greater than 30 days in a calendar year, must be approved by the Deputy Secretary and must be submitted with justification for the need for additional furlough days.
- c. During the quarterly staffing a Ch. C. Article 897.1 youth can be recommended for more than one standard furlough at a time. Multiple requests can be made with no more than three requests at a time within a 90 day period. The specific dates and times must be indicated for each furlough at the time the Furlough Request Form is completed. If family dynamics change between furloughs based on information acquired by either facility or regional probation staff, this information must be shared by both parties and an addendum to the home study must be completed and faxed to the appropriate facility and Central Office Furlough Coordinator. The addendum shall recommend to continue with subsequent furloughs or to terminate them. Once consecutive furloughs have been approved, the youth must maintain his/her level of program participation and behavior. If a youth's behavior deteriorates, the subsequent furloughs shall be suspended. The youth, the court, district attorney and regional office shall be notified by facility staff as soon as the decision is made to suspend.

- d. If a furlough is approved, a youth shall be required to wear an electronic monitoring device during the furlough and shall be monitored by the appropriate Regional Office.

6. Exceptions for Ch. C. Article 897.1 Furlough

- a. Should there be youth who do not qualify under these requirements, but the Unit Management Team believes that a recommendation for a furlough is appropriate, a cover memorandum should be prepared and addressed to the Director explaining the reasons. The memorandum shall accompany Form C.4.1 (a). If the Director approves, this shall be indicated on the cover memorandum before forwarding to the Deputy Secretary or designee.

If a youth's custody level was changed from a medium to a minimum custody level as the result of an over ride, the Director must sign the reclassification scale to indicate his approval. The over ride must be mentioned in the cover letter forwarded to the Deputy Secretary or designee and a copy of the reclassification custody scale must be attached.

- b. All exceptions must be approved by the Deputy Secretary.

C. Family Emergency Furlough

- 1. Criteria for Eligibility - A Family Emergency Furlough may be granted under either of the following conditions:
  - a. Youth has confirmation/recommendation from the court that committed him/her to the custody of Youth Services; or
  - b. Youth's case manager recommends the Family Emergency Furlough on the basis of individual case data/ information. The Family Emergency Furlough will be granted only after receiving approval from the Director of the facility.
  - c. Family emergency furloughs for youth adjudicated for Ch. C. 897.1 offenses must be approved by the Deputy Secretary.
  - d. Family emergency furloughs for youth adjudicated for Ch. C. 897.1 will require monitoring by the regional office either face to face or by phone.

Youth who are ineligible or excluded from consideration for a Family Emergency Furlough may be granted an Escorted Absence, which is an off campus escorted trip where the youth is accompanied by facility staff.

2. When a youth adjudicated delinquent for a sex offense which requires him to register is granted a family emergency furlough, the facility shall immediately notify the Central Office Furlough Coordinator. The Coordinator shall notify the Legal Section of the planned Family Emergency Furlough so that Legal staff can verify the youth's requirement to register. If it is verified that the youth is required to register, the Coordinator will notify the Louisiana Bureau of Criminal Identification and Information (Bureau) by completing and faxing "Notification of Granting of Furlough" [Attachment C.4.1 (h)] to the Bureau as soon as possible, but BEFORE the youth is released on the furlough. The notification [C.4.1 (h)] and proof of its transmission shall be placed with the youth's emergency furlough documents and a copy sent to the Legal Section.
3. Exclusions from consideration of Family Emergency Furlough:
  - a. Youth is on suicide watch;
  - b. Youth is under investigation for and/or has a detainer or pending legal charges;
  - c. Youth is deemed to be at high risk for runaway or escape and/or engaging in additional criminal conduct; or
  - d. There is documented evidence of a previous unsuccessful furlough (see sanctions in Section XI).
4. Referral for Family Emergency Furlough
  - a. A staffing must be held which includes the participation of the youth's probation officer, the dorm manager, the case manager, and the Facility Deputy Director/Director of Treatment. The staffing may occur via conference call.
  - b. If the staffing results in a recommendation for the furlough, the Deputy Director or Director of Treatment shall transmit the request for approval to the Director along with all documentation verifying the emergency.
  - c. If the Director approves the furlough, he/she shall specify the period of time allowed for the furlough.
  - d. A written notice of furlough which includes the reason for the furlough, shall be prepared, signed by the Director and faxed to the committing court, district attorney, Deputy Secretary and probation officer.
  - e. After faxing the notice of furlough to the court and district attorney, if no written confirmation is received, a follow-up call must be made to confirm the district attorney and court's response to the proposed family emergency furlough. If there is no objection, the furlough may proceed.



- f. If approved, a youth who is on a medium or maximum custody level shall be required to wear an electronic monitoring device and shall be monitored by the appropriate Regional Office. If the furlough is denied, an escorted absence supervised by facility staff can be granted for the youth.
- g. Prior to a youth receiving a Family Emergency Furlough, the Facility Director shall approve the family member(s), guardian(s), or other custodian(s) of the youth who will be overseeing the activities of the youth, providing primary care, and assuming responsibility for the youth throughout the duration of the furlough period.

5. Duration of Family Emergency Furlough

A Family Emergency Furlough may not exceed three (3) calendar days.

**VII. FURLOUGH REVIEW AND APPROVAL PROCESS:**

A. Review:

Youth currently in secure facilities will be reviewed to determine the appropriateness of furloughs. Consideration of the youth for appropriateness of furlough(s) will occur, at a minimum, during each quarterly staffing. It may also occur during the regional staffing or placement review process.

If a youth is determined to be appropriate for a furlough or for consecutive furloughs after screening, the Unit Management Team will then consider and render its decision on the furlough(s). The team is required to consider multiple aspects of the youth's classification profile and treatment plan in determining furlough eligibility.

The Unit Management Team shall consist of the following:

- a. Group Leader or Assistant Group Leader for the applying youth;
- b. Mental Health Director or designee (LSUHSC) provider (if applicable);
- c. Probation Officer assigned to the applying youth, or the immediate supervisor (in person, via phone conference, or by prior interview); and
- d. Case Manager for the youth.

In addition, the Unit Management Team may also consist of the following:

- a. Deputy Director or designee named by the Director;
- b. School Principal or designee;
- c. If the furlough(s) are to occur in a region other than where the youth was adjudicated, a Probation Officer/Supervisor from the region where the furlough(s) are to take place shall participate;
- d. Mentor;
- e. Youth Care staff; and
- f. Contracted treatment provider.

Note: Team members may differ as appropriate to the youth's assignments. If the school representative, mentor or Youth Care staff do not attend, they may provide written documentation.

**B. Referrals:**

Referrals for review of appropriateness of furlough(s) may be made by those participating in the staffing, a probation officer, juvenile court or other interested person. Exclusion criteria must be considered prior to making the decision. Page 1 of the Furlough Referral Application Form [Attachment C.4.1 (a)] shall be utilized to transmit information on youth being referred.

**C. Furlough Review Process**

1. The furlough review process during the staffing shall include a thorough review and assessment of the youth's needs, strengths, and weaknesses. At a minimum, the Unit Management Team shall consider the following prior to recommending a furlough:
  - a. educational/vocational needs/ progress;
  - b. medical concerns, including whether youth is taking medications;
  - c. mental health concerns;
  - d. general treatment needs/progress in the areas of substance abuse, anger management, thinking errors;
  - e. behavioral concerns;
  - f. level of participation in the behavior management program;
  - g. home environment;
  - h. custody level;
  - i. community risk assessment;
  - j. proposed aftercare/release plans;
  - k. special needs concerns (i.e. SMI, mental retardation, psychotropic medication needs, self harm);

- l. most recent secure custody screening documents (must have been done within the last year);
  - m. escape risk;
  - n. travel arrangements; and
  - o. family function or DYS function.
- 2. The probation officer shall conduct a home study for purposes of the furlough(s) and submit a written report within seven (7) working days of a referral by the Unit Management Team. For those youth committed to OJJ custody for the commission of a violent offense against a person, the home study shall include documentation regarding the victim(s), victim(s) impact statements, if available, and victim's whereabouts, such as address and proximity to where the youth shall be spending the furlough. A written report shall be submitted within (17) working days of a referral by the Unit Management Team. For those youth committed for a sex offense, the home study shall include information regarding the victim(s) and victim(s'), whereabouts and a written report shall be submitted within (7) working days of a referral by the Unit Management Team. During the home visit, the Probation Officer shall have the proposed custodian complete or assist in the completion of a Custodian Information Form [Attachment C.4.1 (b)]. The results of the home study shall be communicated to the Unit Management Team. The Custodian Information Form shall be submitted to the Director as part of the Furlough Referral and Application Form [C.4.1 (a)].

If the youth has been granted consecutive furloughs to the same location with the same parent/guardian within a 90 day period of when the last home study was completed, it will not be necessary to complete another home study form, but the probation officer must conduct a visit to the home prior to each furlough to ensure that the family dynamics remain the same. If the family dynamics do change, the probation officer shall complete an addendum to the home study by indicating what the changes are and make a recommendation to continue the furloughs or to terminate them. A copy of the addendum must be faxed to the appropriate facility and the Central Office Furlough Coordinator.

A complete home study shall be done if the prior home study was completed more than 90 days from the request of the furlough(s).

- 3. If the parent/guardian did not participate in the quarterly staffing, where the furlough was discussed, the case manager shall make telephone contact and/or formal written correspondence with the youth's parent/guardian about the proposed furlough(s).

4. After the Group Leader signs and approves the form, the Unit Management Team shall send a completed furlough application form to the Director. *For those youth committed for a sex offense, please indicate under the program participation on Page 2 of the Furlough Request Form if the youth is participating in sex offender treatment or has completed treatment at another facility including a community based program.*
5. With the exception of Family Emergency Furloughs Program, once approved by the Director, the furlough application shall be forwarded to the Deputy Secretary or designee for final approval, after completing the Checklist for Furlough Requests [Attachment C.4.1 (c)].

**D. Furlough Action by Deputy Secretary**

1. Once approved by the Facility Director, the furlough application must be transmitted to the Deputy Secretary or designee for review and final approval. All documentation used to support the Director's approval of the furlough must be transmitted to the Deputy Secretary or designee along with the furlough application.
2. The furlough application with supporting documentation must be transmitted to the Deputy Secretary or designee twenty-one days prior to the requested date of the furlough.
3. The Deputy Secretary or designee shall notify the Facility Director of the decision by returning form C.4.1(a). If the furlough is denied, the Case Manager shall meet with the youth, and notify the parent/guardian and CBS.

**E. Notice to Court and District Attorney**

1. If the furlough is approved by the Deputy Secretary, the Deputy Secretary's Office shall provide written notice to the Court(s) and District Attorney(s) of plans to furlough the youth. [See Attachment C.4.1 (d)]
  - a. Written notice shall include:
    - 1) reference to La. R. S. 15:908 regarding the authority designated to Youth Services to authorize a temporary furlough;
    - 2) whether the furlough requested is for a youth sentenced under Ch.C.Art.. 897.1;

- 3) statement that the furlough shall not be authorized over the objection of the court or if the district attorney objects, until the conclusion of a contradictory hearing; and
- 4) statement that the furlough program is a continuing rehabilitative process expected to last throughout the youth's commitment.

Written notice shall be furnished to the court at least fourteen (14) calendar days prior to the start date of the furlough.

Notice of approved furloughs shall also be provided to the appropriate Regional Office.

**F. Notice to the Louisiana Bureau of Criminal Identification and Information (Bureau) for Sex Offenders**

1. Upon receipt of the furlough packet, the Central Office furlough coordinator shall review the packet and, if the youth has been adjudicated delinquent for a sex offense, shall notify the Legal Division by email.
  - a. The email shall include the youth's:
    - 1) name;
    - 2) YS identification number; and
    - 3) sex offense title and statute number.
2. The Legal Division shall determine whether or not the youth was adjudicated delinquent for a registrable offense and shall notify the Central Office furlough coordinator by email.
3. If the youth has a registrable offense and if the furlough is approved by the Court, the Central Office furlough coordinator shall fax form C.4.1 (h) to the Bureau at least 48 hours prior to the beginning of the furlough.
4. If the Central Office furlough coordinator does not receive the furlough approval at least 48 hours prior to the beginning of the furlough, he/she shall fax form C.4.1 (h) to the Bureau as soon as possible but BEFORE the youth is released on the furlough.
5. All paperwork pertaining to the furlough and produced pursuant to this section shall be placed in the youth's furlough packet.

**VIII. CONDITIONS OF FURLOUGH:**

- A. Custody Receipt - As per La. R. S. 15:908(B), the adult assuming custody of the child for the furlough must sign a Custody Receipt [Attachment C.4.1 (e)]. In most cases, the person assuming custody will be the parent or guardian. If the parent or guardian is unable to travel to the facility to assume custody of the youth, a responsible family member may accept custody of the youth. This person must be an approved adult family member, age 21 or over, who is either included on the youth's previously approved visitation list or is known to the Office of Community Services worker or the assigned probation officer. A previously approved adult may also accept custody of the youth.
- B. Conditions of Furlough - Case Managers are responsible for reviewing furlough conditions and sanctions with the youth and family member or previously approved adult who will take custody of the youth [Attachment C.4.1 (f.1)]. The case manager shall provide the youth and custodian with a copy of the conditions and sanctions. Following review of the furlough conditions and sanctions with the youth and custodian, the case manager shall have the youth and custodian sign the Conditions of Furlough form [Attachment C.4.1 (f.1)] acknowledging that they understand the conditions and sanctions and the youth shall sign the Furlough Contract [Attachment C.4.1 (f)].

All furloughs require that the youth participate in urine drug screening twice: on the day of the furlough before he leaves the facility, and on the day that he returns from a furlough. If the youth fails the pre-furlough urine screen, the furlough will be canceled.

The custodian shall also be required to read and sign a Furlough Custodian Agreement [Attachment C.4.1 (g)].

- C. Transportation - The responsible adult shall physically transport the youth from the facility and return the youth to the facility.
- D. On the day of the furlough, prior to the youth leaving, the JETS transfer screen shall be updated indicating that the youth is on furlough.
- E. All furloughs, except for escorted furloughs, shall be monitored by the Regional Office either face-to-face or by phone.

**IX. RETURN OF YOUTH TO FACILITY:**

- A. Upon return to the facility, the youth shall be transported to the infirmary for a wellness check and a mandatory urine drug test shall be conducted.

- B. The supervising probation officer shall submit a report to the facility regarding the success of the furlough by email, or written report if the furlough lasted longer than two or more days.
- C. A Case Manager shall interview the youth and assess the success of the visit.
- D. A report shall be submitted to the Court and a copy sent to the Regional Office if the furlough was unsuccessful.
- E. Upon returning to the facility, the JETS transfer screen shall be updated to indicate the return of the youth.

**X. YOUTH DID NOT RETURN TO FACILITY:**

- A. The Regional Office shall be notified in writing of any youth placed on escape status as a result of a furlough violation. Follow procedures regarding escapes as outlined in YS Policy No. C.2.1 "Escapes and Runaways, Apprehensions, Reporting".
- B. Furlough Custodian and youth may be subject to criminal charges [see Attachment C.4.1 (e)].
- C. Youth may receive a disciplinary infraction for escape.
- D. Youth may be suspended for twelve (12) months for any future furlough consideration.

**XI. SANCTIONS FOR VIOLATION OF FURLOUGH RULES:**

- A. Types of violations and available sanctions:
  - 1. Absent Without Leave (AWOL)
    - a. Disciplinary infraction for escape.
    - b. Twelve (12) months in Youth Services secure custody prior to any further furlough consideration.
    - c. Filing of criminal charges for escape and/or related charges.
  - 2. Positive Drug Screen
    - a. Code of Conduct violation for intoxication and/or contraband.
    - b. Six (6) months in Youth Services secure custody prior to any further furlough consideration.
    - c. Recommendation for referral to substance abuse services.
    - d. Modification of Needs Assessment to reflect recent usage of illegal/intoxicating substances (completion of Substance Abuse Assessment).

3. Commission of Crime While on Furlough
  - a. Twelve (12) months prior to any further furlough consideration.
  - b. Recommendation for referral to an appropriate treatment program.
4. Other Violations
  - a. Therapeutic interventions appropriate to behavior.

**B. Documentation of Violations**

1. Documentation of rule violations while on furloughs shall be reported on an Unusual Occurrence Report (UOR) and a copy sent to the regional office. If applicable, a Code of Conduct violation form will be completed.
2. Reports shall be written by the employee (case manager, program manager, dorm manager, security staff, or probation officer) who discovers the furlough violation.
3. The Regional Office shall be notified in writing of any youth placed on escape status as a result of a furlough violation. Procedures regarding escapes shall be followed as outlined in YS Policy No. C.2.1 "Escapes and Runaways, Apprehensions, Reporting".

**XII. FACILITY FURLOUGH PROGRAM:**

- A. The Director of each facility shall implement a furlough program in compliance with the intent of this policy.
- B. Provisions for annual review for program effectiveness shall be included.

**Previous Regulation/Policy Number:** C.4.1

**Previous Effective Date:** 10/28/09



**Attachments/References:** C.4.1 (a) Furlough Referral and Application Form 2-10.doc



C.4.1 (b) Custodian Information Form 2-10.doc C.4.1 (c) Checklist for Furlough Requests 2-10.doc



C.4.1 (d) Notice to Court and District Attorney form letter 1-10.doc C.4.1 (e) Custody Receipt 2-10.doc



C.4.1 (f) Furlough Contract - 2-10.doc C.4.1 (f.1) Conditions of Furlough 2-10.doc



C.4.1 (g) Furlough Custodian Agreement 2-10.doc C.4.1 (h) Notification of Granting of Furlough 1-10.doc